



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-2378

June 15, 2004

SAMHSA LETTER NO.: 04-02

TO: COUNTY MENTAL HEALTH DIRECTORS
COUNTY MENTAL HEALTH PROGRAM CHIEFS
COUNTY MENTAL HEALTH ADMINISTRATORS
COUNTY MENTAL HEALTH FISCAL OFFICERS
(SAMHSA Block Grant Counties Only)

SUBJECT: STATE FISCAL YEAR 2004-05 PLANNING ESTIMATE AND RENEWAL
APPLICATION FOR THE SUBSTANCE ABUSE AND MENTAL HEALTH
SERVICES ADMINISTRATION, CENTER FOR MENTAL HEALTH
SERVICES BLOCK GRANT FUNDS

This letter transmits the State Fiscal Year (SFY) 2004-05 Planning Estimate Worksheet (Enclosure I) and the renewal application instructions for the Substance Abuse and Mental Health Services Administration (SAMHSA), Community Mental Health Services Block Grant (Enclosure II). The SAMHSA funds are pending approval of the SFY 2004-05 Budget Act.

The Department of Mental Health (DMH) allocates the Block Grant to counties to establish or expand community-based systems of care for providing mental health services for adults with serious mental illness (SMI) and children with serious emotional disturbances (SED). In order for the Department to allocate the Block Grant for these purposes, all counties receiving funds must abide by specific conditions of Title XIX Part B of the Public Health Service Act, as well as those conditions established by other federal and State laws, regulations, policies, and guidelines. Counties are required to submit an application prepared in accordance with the SAMHSA Planning Estimate and Renewal Application Instructions (Enclosure II). The application must address all programs funded with the Block Grant.

The fiscal requirements are outlined in the Accounting Guidelines (Enclosure III). Please note that quarterly reports are due 20 days after the end of each quarter, and the Salary Rate Cap has been increased to \$175,700 per full-time equivalent, not including benefits.

Counties will be allowed to roll over unexpended funds from SFY 2003-04. Allocation Worksheets will be distributed after county rollover funds have been identified, upon Cost Report settlement.

Applications with the required documentation are due by August 13, 2004. The Planning Estimate Worksheet (Enclosure I) must be signed and returned with the application. Payments will not be made until all required documents are received and applications have been approved by DMH.

Documentation of the local Mental Health Board's review and the Board of Supervisors' approval are no longer required as part of the SAMHSA Block Grant approval process. However, this does not relieve the county of the responsibility to continue to ensure citizen and professional involvement in the mental health planning process by involving their local Mental Health Board or Commission per the Performance Contract.

If you have any questions, or would like information on specific program issues, please contact your County Operations Liaison listed on Enclosure IV. For general policy questions contact Ron Bettencourt at (916) 654-4432, or for fiscal issues contact Teri Newby at (916) 654-3254 or Marilyn Liddicoat at (916) 653-7968.

Sincerely,

WILLIAM A. AVRITT
Deputy Director
Administrative Services

Enclosures

c: Accounting
Audits
Adult & Older Adult Policy
Budgets
County Operations